

**Templates
for
Standard Operating Procedures
for
Phase I MS4 Permittees**

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III.A.1.a MS4 Inspections and Maintenance

PURPOSE OF SOP:

To describe how the permittee will maintain the inventory, conduct inspections, and perform maintenance of the stormwater structural controls, conveyance, and collection systems in accordance with Section II.A.1 (for DOT, the SSWMP) of the Permit to achieve reduction of the discharge of pollutants, including floatables, from the MS4 to the MEP. The written SOP and documentation for MS4 inspections and maintenance shall include the following:

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Provide frequency of inspections used for each applicable structure to meet or exceed the minimum inspection requirements as described in the Permit. Describe the evaluation criteria used to determine the inspection frequencies for each applicable structure.

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures, including forms and checklists, to document and track all inspection observations and maintenance activities (for each applicable structure):

1. Inspection dates.

(Please enter information here)

2. Observations.

(Please enter information here)

3. Recommended maintenance or repair activities.

(Please enter information here)

4. Maintenance activities performed and date completed.

(Please enter information here)

Recommended items to be included in a checklist by the permittees are provided at the end of this SOP.

(Please enter information here)

REQUIREMENT 1:

Describe procedures used to schedule and conduct maintenance activities for each applicable structure in accordance with minimum maintenance requirements in the Permit.

(Please enter information here)

REQUIREMENT 2:

Describe procedures to perform unscheduled maintenance based on observations from inspections.

(Please enter information here)

REQUIREMENT 3:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1:

Describe procedures to create and maintain a current inventory and map of known structural controls, conveyance and collection systems, major outfalls, and non-major outfalls in the MS4 area in accordance with the minimum requirements in the Permit.

(Please enter information here)

OPTIONAL ITEM 2:

Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

MAP OF ALL CONTROL MEASURES AND COLLECTION SYSTEMS:

(Please enter information here)

These items are an example of what is included in the checklist to meet the reporting and documentation requirements:

MANUFACTURED DEVICES

This checklist addresses a range of manufactured best management practices (BMPs) including alum injection systems, pollution control boxes (PCB) and stormwater pump stations.

Minimum Inspection Frequency

- Alum Injection System: Monthly
(follow manufacturer recommendations)
- Pollution Control Box (PCB): Quarterly, unless historic clean out operation records demonstrate a less frequent schedule is appropriate
(follow manufacturer recommendations)
- Stormwater Pump Station: semi-annually, OR more frequently as needed

General Information

- BMP ID:
- BMP Type:
- Location:
- Date:
- Time:
- Inspector Name:

Structural Integrity

- Does the facility appear to be operating as designed?
- Does the facility show signs of settling, cracking, misalignment, or other structural deterioration?
- Does the area around the facility show signs of excessive erosion or slumping?
- Are there structural deficiencies with the inflow pipe/area?
- Are there structural deficiencies with the outflow area?
- Are there structural deficiencies with other system components that would prevent proper flow conditions or operation?

Site Conditions

- Is there standing water in an inappropriate area?
- Is there accumulation of debris and/or trash that can impact flow or operation?
- Is there appropriate access to site for adequate maintenance and inspections?
- Is there evidence of encroachments or improper use of BMP areas?
- Has vandalism occurred?
- Do the fence, gate, lock, or other safety devices need repair?

Alum Injection System Specific

- Conduct inspections as outlined in the system's operation and maintenance manual.
- Inspect pumps for proper operation.
- Inspect alum storage tank to assure it has no leaks and that alum levels are appropriate for normal operation.
- Inspect alum usage and total runoff discharge.
- Verify proper alum dosage rate.
- Inspect flow meters to assure they are operating properly.
- Inspect computer and telemetry systems to assure proper operation.
- If appropriate, inspect floc accumulation areas to assure proper collection and disposal of floc.

Pollution Control Box Specific

- Inspect for evidence of illicit discharge, illicit connections, or other sources of pollutants into the MS4.
- If applicable, inspect absorbent materials to determine if they need replacement.

Stormwater Pump Station

- Inspect for proper operation of pumps.
- Inspect for evidence of illicit discharge, illicit connections, or indicators of other sources of pollutants entering the MS4.

Other Observations

(Please enter information here)

OUTFALLS

This checklist addresses all outfalls. A major outfall is defined as a single pipe with an inside diameter of 36 inches or more or discharge from a single conveyance other than circular pipe which is associated with a drainage area of more than 50 acres; or for municipal separate storm sewers that receive stormwater from lands zoned for industrial activity (based on comprehensive zoning plans or the equivalent), an outfall that discharges from a single pipe with an inside diameter of 12 inches or more or from its equivalent (discharge from other than a circular pipe associated with a drainage area of 2 acres or more). A non-major outfall is any MS4 outfall that does not meet the criteria for a major outfall.

Minimum Inspection Frequency

- Major outfall: Annually, unless historic operation records demonstrate that a less frequent schedule is appropriate.

General Information

- BMP ID:
- BMP Type:
- Location:
- Date:
- Time:
- Inspector Name:

Structural Integrity

- Structures present (indicate all that apply):
 - Outfall headwall
 - Energy dissipation
 - Riprap
 - Gabions
 - Other

(Please enter information here)
- Does the outfall/headwall show signs of damage, undercutting or settling, or other structural deterioration?
- Are there signs of erosion or subsidence on embankment or side slopes?
- Are there signs of damaged, clogged or undercutting of the riprap or outfall pipe?

- Is the outlet pipe damaged or otherwise not functioning as designed?
- Does the downstream discharge area show erosion, sedimentation, or lack of stabilization?

Site Conditions

- Is outfall blocked or filled inappropriately with debris or litter accumulation and does it cause adverse impacts on flow or operation?
- Is there sediment accumulation at outfalls greater than 20% of outfall size?
- Is there evidence of illicit discharge, illicit connections, or indicators of other sources of pollutants entering the MS4 such as odor, color, oil/grease, algae growth, etc.?
- Has vandalism occurred?
- Is there appropriate access to site for adequate maintenance and inspections?
- Is there evidence of encroachments or improper use of the BMP/area?

Other Observations

(Please enter information here)

OPEN CHANNEL / CONVEYANCE

This checklist addresses a range of best management practices including canals, grass swales, lined swales, culverts, ditches, and other conveyance structures.

Minimum Inspection Frequency

- Canal: Annually
- Grass Swale: Once every three years; OR more frequently for systems with recurring and/or persistent problems
- Lined Swales: Once every 10 years
- Culverts: Once every 10 years
- Ditches: Once every 10 years
- Other Conveyance: Once every 10 years
- Weir: Inspect at same frequency as associated control
- Channel control structure: Inspect at same frequency as associated control
- Other appurtenances: Inspect at same frequency as associated control

General Information

- BMP ID:
- BMP Type:
- Location:
- Date:
- Time:
- Inspector Name:

Structural Integrity

- Structures present (indicate all that apply):
 - Outflow/overflow structure
 - Inlet/inlet structure
 - Weirs
 - Pre-treatment area
 - Primary channel
 - Conveyance structure walls/side slopes
- Is the conveyance system damaged or otherwise not functioning as designed?
- Do embankments, side slopes, or inlet/outlet structure show signs of excessive erosion, subsidence, or lack of stabilization?
- Are trees or saplings present on the side slopes?
- Are animal burrows present?
- Are contributing areas un-stabilized with evidence of erosion?

Site Conditions

- Is there debris, litter, aquatic plant growth that is causing loss of storage volume or adverse impacts on flow or operation?
- Is there sediment depth greater than 20% of design depth?
- Does the depth of sediment or other factors suggest a loss of storage volume or conveyance capacity?
- Is there evidence of illicit discharge, illicit connections, or indicators of other sources of pollutants entering the MS4?

- Is there standing water after a dry period?
- Are there any bare spots or signs of dead vegetation of the bottom or side slopes?
- Do grassed areas require mowing and/or are clippings building up?
- Is there appropriate access to site for adequate maintenance and inspections?
- Is there evidence of encroachments or improper use of facilities?

Other Observations

(Please enter information here)

CLOSED SYSTEM CONVEYANCE

This checklist addresses a range of best management practices including catch basins, inlets, grates, and pipes.

Minimum Inspection Frequency

- Catch Basin: As determined through Permit Part III.A.3.b - Catch Basin Management
- Inlet: Once every 10 years; OR more frequently for systems with recurring and/or persistent problems
- Grate: Once every 10 years; OR more frequently for systems with recurring and/or persistent problems
- Pipes: Once every 10 years; OR more frequently for systems with recurring and/or persistent problems

General Information

- BMP ID:
- BMP Type:
- Location:
- Date:
- Time:
- Inspector Name:

Structural Integrity

- Structures present (indicate all that apply):
 - Inlet (curb cut, plate, grate, etc.)
 - Outlet (pipe, hood, etc.)

- Pre-treatment area, if applicable
- Structure chimney
- Structure walls
- Structure bottom
- Does the facility show signs of settling, cracking, misalignment, or other structural deterioration?
- Do inlet/outlet structures show signs of excessive wear or damage?
- Is the facility damaged or otherwise not functioning properly?
- Are contributing areas un-stabilized or showing evidence of erosion?

Site Conditions

- Is there sediment, excessive vegetation or other factors that suggest a loss of conveyance capacity?
- Is there accumulation of debris and/or trash that could have adverse impacts on flow and operation?
- Is there standing water nearby or evidence of runoff bypassing the BMP?
- Is there evidence of illicit discharge, illicit connections, or indicators of other sources of pollutants entering the MS4?
- Is structure blocked or filled inappropriately?
- Is there appropriate access to site for adequate maintenance and inspections?
- Does the structure need repair to be able to access it?

Other Observations

(Please enter information here)

DETENTION AND RETENTION

This checklist addresses a range of best management practices including dry ponds, extended dry ponds, sand filters, detention with filtration, wet ponds, and constructed wetlands.

Minimum Inspection Frequency

- Dry Retention System: Once every three years; OR more frequently for systems with recurring and/or persistent problems
- Dry Detention System: Once every three years; OR more frequently for systems with recurring and/or persistent problems

- Detention with Filtration System: Once every three years; OR more frequently for systems with recurring and/or persistent problems
- Wet Detention System: Once every three years; OR more frequently for systems with recurring and/or persistent problems

General Information

- BMP ID:
- BMP Type:
- Location:
- Date:
- Time:
- Inspector Name:

Structural Integrity

- Structures present (indicate all that apply):
 - Overflow structure
 - Inlet structure
 - Pre-treatment area
 - Basin walls
 - Valve
 - Inflow pipe headwall
 - Side slopes
 - Cleanout
- Do the facility components show signs of settling, cracking, misalignment, or other structural deterioration?
- Do embankments, emergency spillways, diversions, side slopes, or inlet/outlet structures show signs of excessive erosion, settling, or subsidence that may adversely impact operation?
- Does the forebay or inlet area show signs of erosion, excess sedimentation, or lack of stabilization?
- Is there any evidence of gullies or rills within the BMP?

- Is the outlet pipe damaged or otherwise not functioning properly?
- Are trees or saplings present on the embankment?
- Are animal burrows present?
- Are contributing areas un-stabilized with evidence of erosion?
- Do grassed areas require mowing and/or are clippings building up?

Site Conditions

- Is there sediment depth greater than 20% of BMP or forebay design depth?
- Does the depth of sediment or other factors suggest a loss of storage volume?
- Is there accumulation of debris and/or trash at inflow/outflow structures, trash racks, and on the bottom of the facility to prevent loss of storage volume or adverse impacts on flow or operation?
- Is there excessive plant growth that could prevent loss of storage volume or have adverse impacts on flow or operation?
- Are there any bare spots or signs of dead vegetation on the bottom and side slopes?
- Is there evidence of excessive algae growth or illicit discharge, illicit connections, or indicators of other sources of pollutants entering the MS4?
- Has storage volume recovered after a recent rainfall?
- Has vandalism occurred?
- Are filters or filter bed blocked or filled inappropriately?
- Is there appropriate access to site for adequate maintenance and inspections?
- Is there evidence of encroachments or improper use of impound areas?
- Are there signs of vandalism?
- Do the fence, gate, lock, or other safety devices need repair?

Dry Detention Specific

- Are there potential mosquito breeding areas caused by standing water or invasive vegetation?
- Is there evidence of compaction or obstructed flow due to parking, filling, construction, or other activities that have impacted the system?

Wet Detention Specific

- Is the littoral zone, as applicable, showing signs of the establishment of invasive vegetation?

Other Observations

(Please enter information here)

INFILTRATION/EXFILTRATION BASED STRUCTURAL CONTROLS

This checklist addresses a range of best management practices including biofilters, rain gardens, infiltration trenches, French drains, and exfiltration trenches.

Minimum Inspection Frequency

- Under Drain Filter System: Once every three years; OR more frequently for systems with recurring and/or persistent problems
- Exfiltration Trench: Once every three years; OR more frequently for systems with recurring and/or persistent problems
- French Drain: Once every three years; OR more frequently for systems with recurring and/or persistent problems

General Information

- BMP ID:
- BMP Type:
- Location:
- Date:
- Time:
- Inspector Name:

Structural Integrity

- Structures present (indicate all that apply):
 - Overflow structure/catch basin
 - Inlet/inlet structure/curb cut/curb plate/grate
 - Pre-treatment area
 - Basin walls
 - Valve
 - Inflow pipe headwall

- Splash pads
- Downspouts
- Side slopes
- Cleanout
- Do the facility components show signs of settling, cracking, misalignment, or other structural deterioration?
- Do embankments, side slopes, or bottom of facility show signs of excessive erosion, settling, or subsidence that may adversely impact operation?
- Is there evidence of undercutting, settling or damage at inflow/outflow structures, diversion devices and other system components that can adversely impact operation of the system.
- Are animal burrows present?
- Are contributing areas un-stabilized with evidence of erosion?
- Do grassed areas require mowing and/or are clippings building up?

Site Conditions

- Is there sediment depth greater than 20% of swale design depth?
- Does the depth of sediment or other factors suggest a loss of storage volume?
- Is there accumulation of debris and/or trash at inflow/outflow structures and on the bottom of the facility to prevent loss of storage volume or adverse impacts on flow or operation?
- Is there excessive plant growth that could prevent loss of storage volume or have adverse impacts on flow or operation?
- Is there woody matter, weeds, or other undesirable vegetation?
- Is there evidence of mulch, engineered soil or stone erosion?
- Are there any bare spots or signs of dead vegetation on the bottom and side slopes?
- Is there evidence of illicit discharge, illicit connections, or indicators of other sources of pollutants entering the MS4?
- Has vandalism occurred?
- Is there appropriate access to site for adequate maintenance and inspections?
- Is there evidence of encroachments or improper use of surrounding areas?

Infiltration

- Is there potential for mosquito breeding areas caused by standing water or invasive vegetation?
- Has storage volume recovered within 48 to 72 hours following a recent rainfall?
- Is there evidence of soil erosion, does mulch cover the entire area, are specified number and types of plants still in place, or is there evidence of disease or plant stress from inadequate or too much watering?
- Is there evidence of compaction or obstructed flow due to parking, filling, construction, or other activities that have impacted the system?

Exfiltration and French drains

- Has storage volume recovered after recent rainfall based on review of observation wells and inspection ports?

Other Observations

(Please enter information here)

III.A.2 Stormwater Management

PURPOSE OF SOP:

To undertake comprehensive planning to limit the increase of pollutants discharged in stormwater from new developments and reduce pollutants discharged in redeveloped areas. The written SOP and documentation for stormwater management shall include the following:

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track:

1. Changes to codes and ordinances or justification if no revisions will be made
(Recommended items to be included in a checklist by the permittees for reviewing codes and ordinances are provided at the end of this SOP).

(Please enter information here)

2. New development project review activity.

(Please enter information here)

3. Significant redevelopment project review activity.

(Please enter information here)

4. Stormwater Capital Improvement Projects (CIPs) proposed by the Stormwater Management Plan or Basin Master Planning studies (or a similar document).

(Please enter information here)

5. Reference to Stormwater Comprehensive Plan.

(Please enter information here)

6. Reference and summary of specific stormwater treatment requirements.

(Please enter information here)

7. Reference to list of flood control projects list.

(Please enter information here)

REQUIREMENT 1:

Describe procedures for review of local codes and ordinances for development and redevelopment, and review and permitting of development and redevelopment projects that incorporate stormwater quality considerations into land-use planning and development activities that are at least as stringent as the requirements set forth in the ERP rules of the applicable WMD.

(Please enter information here)

REQUIREMENT 2:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1:

Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

Stormwater Management – Change to Codes and Ordinances for Development and Redevelopment

(Adapted from State of North Carolina MODULE 06142017 Post-Construction Site Runoff Controls)

These items are an example of what is included in the checklist to meet the reporting and documentation requirements:

1. Have you developed or updated by ordinance (or similar regulatory mechanism) a program to address stormwater runoff from new development and redevelopment that meets or exceeds state regulatory requirements?
2. Have you developed, adopted, update and implemented an ordinance (or similar regulatory mechanism) to ensure that the stormwater control measures selected adequately protect designated special waters including but not limited to nutrient sensitive waters, trout waters, shellfish waters, water supply watershed, and/or other high quality designated waters, if and as applicable?
3. Do projects approved as low density require use of vegetated conveyances to the maximum extent practicable?
4. Do projects approved as high density meet or exceed state requirements?
5. Are legal and enforcement authorities in place to assure the maintenance of public and privately-owned/operated stormwater best management practices?
6. Have you established administrative implementation and enforcement processes/procedures for the post-construction ordinance including maintenance of privately owned/operated BMPs? If YES, are ordinance administrative implementation and enforcement processes/procedures reviewed and updated as needed?
7. Is the post-construction ordinance developed and maintained by you strategically aligned and consistent with other applicable local programs, goals, and objectives beyond the post-construction program? Examples of other local programs, goals, and objectives may include community strategic plans, tree conservation ordinances, area master plans, unified development ordinances, and other structural and non-structural programs and control measures?
8. Are any special stormwater management control requirements established by you for new development and redevelopment within watersheds with impaired waters?
9. Does the ordinance (or other) provide a mechanism that allows for new and/or innovative stormwater BMPs that would be applicable for the local/regional community?
10. Are any incentives established by you, by ordinance or other approved mechanism, to encourage/allow higher levels of stormwater management control (beyond regulatory

baselines) that would help in advancing towards water quality goals? Examples may include but are not limited to stormwater utility user fee credits, nutrient trading, stormwater cost share programs, etc.

11. Have you reviewed and/or benchmarked post-construction ordinances or other regulatory mechanisms including approaches for bonds and securities that have been developed and implemented by other government entities within the same region/watershed/river basin?
12. Have you established any incentives, by ordinance or other approved mechanism, to encourage higher levels of performance from BMPs (beyond regulatory baselines) that would further help in advancing towards water quality goals?
13. Do you have a process to allow for new and/or innovative stormwater BMPs that would be applicable for the local/regional community context?
14. Do you provide and require mechanisms such as recorded deed restrictions and protective covenants to ensure that new development and redevelopment activities will maintain project sites consistent with approved plans?
15. Do you maintain a written set of standard operating procedures, policies, and programs? Does the list identify when the written set was last updated?
16. Do the standard operating procedures, policies, and programs describe the specific procedures and activities that need to be implemented, who (person and/or position) is responsible to implement them, and the specific time frame for implementation? Is there a procedure to record the implementation of the previously-mentioned item?

III.A.3.a Roadways and Public Use Areas – Street Sweeping

PURPOSE OF SOP:

To maximize the amount of solids and other materials collected and maintain an adequate level of service while minimizing operational costs. The written SOP and documentation for street sweeping shall include the following:

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Describe the procedures for management of street sweeping operations, including details on scheduling methods (such as zonal, regional, rotational, responsive, etc.).

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures for documenting, tracking, and quantifying the following annual amounts:

1. Area swept (miles) including percentage of curb and gutter streets swept.

(Please enter information here)

2. Amount of material collected from street sweeping (volume or weight).

(Please enter information here)

REQUIREMENT 1:

Describe criteria for determining roadways to be swept and frequency of sweeping for roadway type, including a map (residential, commercial, industrial, main corridors, parking lots, etc.).

(Please enter information here)

REQUIREMENT 2:

Describe procedures for temporary storage and proper disposal of materials swept.

(Please enter information here)

REQUIREMENT 3:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

MAP OF AREAS TO BE SWEPT (include frequency in legend):

(Please enter information here)

III.A.3.b Roadways and Public Use Areas – Litter Control

PURPOSE OF SOP:

To ensure rights-of-way and public use areas are free of litter and debris that could enter the MS4 and affect water quality.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Describe details on scheduling methods (such as zonal, regional, rotational, responsive, etc.).

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document, track, and quantify the following:

1. Area maintained (miles or acres).

(Please enter information here)

2. Amount of litter removed.

(Please enter information here)

REQUIREMENT 1:

Describe procedures for management (for example, ensuring adequate trash containers, bag replacement, schedule for cleanings) of litter control activities.

(Please enter information here)

REQUIREMENT 1:

Describe procedures for temporary storage and proper disposal of collected litter.

(Please enter information here)

REQUIREMENT 2:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

MAP OF AREAS (include frequency in legend):

Include map with roadways (residential, commercial, industrial, main corridors, parking lots, etc.) and open areas.

(Please enter information here)

III.A.3.c Roadways and Public Use Areas – Roadway Maintenance

PURPOSE OF SOP:

To reduce pollutants in stormwater runoff from road repair areas and through waste control.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Describe the protocols for determining when inspections of soil disturbance and waste control for soil disturbance road maintenance activities are conducted.

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track:

1. Inspections

(Please enter information here)

2. Maintenance

(Please enter information here)

REQUIREMENT 1:

Attach inspection checklist for road repair areas.

(Please enter information here)

REQUIREMENT 2:

Provide description of appropriate erosion and sedimentation controls to be used, and types of projects where BMPs will be used.

(Please enter information here)

REQUIREMENT 3:

Describe procedures to conduct and track inspections of road-repair areas for minimization of disturbed land and implementation of appropriate erosion and sedimentation controls.

(Please enter information here)

REQUIREMENT 4:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

III.A.4 Pesticides, Herbicides, and Fertilizer

PURPOSE OF SOP:

To minimize the use of pesticides, herbicides, and fertilizers and properly apply, store, handle, and mix these products.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Describe where pesticides and herbicides may be applied. Describe where fertilizers may be applied (aquatic weed, landscape, turf, parks, golf courses).

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track:

1. Total number of Restricted Use Pesticide treatment sites, their application frequency, the size of treatment sites, and the total amount of formulated product applied.

(Please enter information here)

2. Any procedural revisions enacted to achieve more effective practices that include the application of pesticide, herbicide, and fertilizers.

(Please enter information here)

3. A list of the public applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified/licensed.

(Please enter information here)

4. A list of public applicators and contracted commercial applicators of fertilizer who are FDACS certified/licensed.

(Please enter information here)

5. A list of the permittee personnel who have been trained through the Green Industry BMP Program and the contracted commercial applicators of fertilizer who are FDACS certified/licensed.

(Please enter information here)

REQUIREMENT 1:

Describe methods to minimize the use and application of pesticides, herbicides, and fertilizer.

(Please enter information here)

REQUIREMENT 2:

Describe methods to track the locations of application sites, chemicals applied, and frequency of application.

(Please enter information here)

REQUIREMENT 3:

Describe procedures to maintain an inventory of pesticides, herbicides, and fertilizers.

(Please enter information here)

REQUIREMENT 4:

Describe procedures for the proper storage of products.

(Please enter information here)

REQUIREMENT 5:

Describe methods for the use of efficient chemical management practices such as drift-retardants and applying during appropriate weather conditions.

(Please enter information here)

REQUIREMENT 6:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1:Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use)

(Please enter information here)

III.A.5.c Illicit Discharges and Improper Disposal – Proactive Inspections

PURPOSE OF SOP:

To identify and eliminate sources of illicit discharges, illicit connections, improper disposal, illegal dumping, and other sources of non-stormwater discharges to the MS4.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Describe the frequency, schedule, or management method for implementation of priority area inspections.

(Please enter information here)

REPORTING AND DOCUMENTATION:

Provide citations and relevant language from the applicable ordinance, code, or other regulatory mechanism.

(Please enter information here)

Describe procedures to document and track (including use of a standard form/report with the date and findings of inspection, type of illicit discharge found, source of discharge):

1. Inspections (Recommended items to be included in a checklist by the permittees are provided at the end of this SOP).

(Please enter information here)

2. Citations.

(Please enter information here)

3. Enforcement activities.

(Please enter information here)

REQUIREMENT 1:

Provide a list of priority areas/facilities that have the potential to adversely impact the MS4 or demonstrate repeated occurrences of MS4 violations.

(Please enter information here)

REQUIREMENT 2:

Describe procedures for initiating Reactive Investigations if a suspected source of illicit discharge is identified (see Part III.A.5.d).

(Please enter information here)

REQUIREMENT 3:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

These items are an example of what is included in the checklist to meet the reporting and documentation requirements:

GENERAL INFORMATION:

- Inspector Name
- Date of Inspection
- Time
- Facility Address OR Description of Area Inspected
- MS4 component being affected

FINDINGS:

- Evidence of illicit connections (such as pipes, hoses, etc.) to storm sewer?
- Evidence of dumping/spills (such as paints, oils, chemicals, and litter) to storm sewer?
- Evidence of an illicit discharge?
- If “YES” to any of the previous questions, describe the type found and source. Identify physical characteristics such as odor, color, turbidity, floatables, material of connection, etc.
- Was a facility associated with this discharge?
 - If yes, does the facility operate under a Multi-Sector Generic Permit?
 - If no, does this facility require a Multi-Sector Generic Permit?
- Date of Referral to FDEP if facility may require MSGP
- If known, date discharge began or occurred
- Is discharge still occurring?
- Type of Enforcement Action Taken
- Date discharge was ceased
- Is source tracing required?
- Is a follow-up inspection required?
- Photos taken?
- Comments:

(Please enter information here)

III.A.5.d Illicit Discharges and Improper Disposal – Investigations of Suspected Illicit Discharge and Improper Disposal

PURPOSE OF SOP:

To identify and eliminate the sources of illicit discharges, illicit connections, or illegal dumping to the MS4 based on Proactive Inspections, reports received from permittee personnel, contractors, citizens, or other entities regarding suspected illicit activity.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track Illicit Discharge and Improper Disposal including use of a standard form/report with the following information:

1. Date of complaint.
(Please enter information here)
2. Source and type of illicit discharge.
(Please enter information here)
3. Date and findings of the investigation.
(Please enter information here)
4. Type of enforcement action taken.
(Please enter information here)
5. Date of verification of elimination.
(Please enter information here)
6. Non-permitted MSGP facility referrals (see Part III.A.6).
(Please enter information here)

REQUIREMENT 1:

Provide citations and relevant language from the applicable ordinance, code, or other regulatory mechanism.

(Please enter information here)

REQUIREMENT 2:

Describe procedures for the public, staff, and contractors to report suspected improper discharges to the MS4 (see SOP for Part III.A.5.x).

(Please enter information here)

REQUIREMENT 3:

Describe procedures to investigate the suspected illicit activity based upon reports received including conducting facility inspections, including outfalls and points of connection.

(Please enter information here)

REQUIREMENT 4:

Describe procedures for tracing the source of an illicit discharge/connection.

(Please enter information here)

REQUIREMENT 5:

Describe procedures for eliminating the discharge/ connection.

(Please enter information here)

REQUIREMENT 6:

Describe procedures for enforcement actions or referrals to the appropriate jurisdictional authority.

(Please enter information here)

REQUIREMENT 7:

Describe procedures for documenting investigations and enforcement activities (including use of a standard form/report with the date of complaint, source and type of illicit discharge, date, and findings of the investigation) type of enforcement taken, and date of verification of elimination. Recommended items to be included in a checklist by the permittees are provided at the end of this SOP.

(Please enter information here)

REQUIREMENT 8:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

These items are an example of what is included in the checklist to meet the reporting and documentation requirements:

GENERAL INFORMATION:

- Date Discharge was Reported
- Time Discharge was Reported
- Persons who Reported Discharge
- Inspector Name
- Date of Inspection
- Time
- Facility Address OR Description of Area Inspected
- MS4 component being affected

FINDINGS:

- Evidence of illicit connections (such as pipes, hoses, etc.) to storm sewer?
- Evidence of dumping/spills (such as paints, oils, chemicals, litter) to storm sewer?
- Evidence of an illicit discharge?

If “YES” to any of the previous questions, describe the type found and source.: Identify physical characteristics such as odor, color, turbidity, floatables, material of connection, etc.

(Please enter information here)

- Was a facility associated with this discharge?
 - If yes, does the facility operate under a Multi-Sector Generic Permit?

- If no, does this facility require a Multi-Sector Generic Permit?
- Date of Referral to FDEP if facility may require MSGP
- If known, date discharge began or occurred
- Is discharge still occurring?
- Type of enforcement action issued

III.A.5.e Illicit Discharges and Improper Disposal – Spill Prevention and Response

PURPOSE OF SOP:

To prevent, contain, and respond to spills that discharge into the MS4. Ensure that spills, including hazardous and those associated with sanitary sewer systems, are properly addressed.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track:

1. Spills to the MS4 by type and responses
(Please enter information here)
2. For permittees that do not own/operate a sanitary sewer system, report the number of SSOs that were discovered in or that impacted the MS4
(Please enter information here)

REQUIREMENT 1:

Provide identification of spill response and control entities.

(Please enter information here)

REQUIREMENT 2:

Provide identification of the entity/person to be notified of spills.

(Please enter information here)

REQUIREMENT 3:

Describe procedures to notify the appropriate utility owner of a possible violation if constituents common to wastewater contamination are discovered in the permittee's MS4.

(Please enter information here)

REQUIREMENT 4:

For permittees that do not own/operate the sanitary sewer system, procedures for referrals to the appropriate entity if an SSO is discovered in the MS4.

(Please enter information here)

REQUIREMENT 5:

Provide description of actions to be taken to minimize or prevent spills from reaching the MS4 until a spill control entity arrives.

(Please enter information here)

REQUIREMENT 6:

Provide description of cleanup procedures for spills that impact the MS4.

(Please enter information here)

REQUIREMENT 7:

Describe enforcement measures in accordance with illicit discharge legal authority for preventable spills, including threshold and causative factors.

(Please enter information here)

REQUIREMENT 8:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

III.A.5.f Illicit Discharges and Improper Disposal – Limitation of Sanitary Sewer

PURPOSE OF SOP:

To prevent or reduce sanitary wastewater contamination into the MS4, by inspecting and maintaining the sanitary sewer system to prevent discharges from sanitary sewer overflows (SSOs) and identify instances inflow/infiltration. (APPLICABLE TO OWNERS OF SANITARY SEWER SYSTEM)

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track type and number of activities undertaken to reduce or eliminate SSOs and inflow/infiltration (for permittees that own/operate a sanitary sewer system):

(Please enter information here)

REQUIREMENT 1:

Provide description of actions to be taken to minimize or prevent sanitary sewer overflows.

(Please enter information here)

REQUIREMENT 2:

Describe procedures to document and track SSO events.

(Please enter information here)

REQUIREMENT 3:

Describe steps taken to eliminate sanitary sewer overflows.

(Please enter information here)

REQUIREMENT 4:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

III.A.5.g Illicit Discharges and Improper Disposal – Training

PURPOSE OF SOP:

To ensure all appropriate permittee personnel and contractors employed by or under contract with the permittee have been appropriately trained, including: field crews, roadway and fleet maintenance staff and inspectors, wastewater spill prevention response personnel, stormwater collection system inspectors, facility inspectors, and code enforcement personnel.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Provide description of the method to achieve annual training for all appropriate personnel.

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track in-house and outside training activities:

1. Date of training.
(Please enter information here)
2. Type of training.
(Please enter information here)
3. Topics covered.
(Please enter information here)
4. Names and affiliations of participants.
(Please enter information here)

REQUIREMENT 1:

Provide description of the topics, including an overview of the NPDES stormwater permitting requirements, and types of facilities covered under the Department's MSGP and how illicit discharges will be reported.

(Please enter information here)

REQUIREMENT 2:

Provide description of the personnel and contractors targeted for training.

(Please enter information here)

REQUIREMENT 3:

Provide list of the methods and materials to be used.

(Please enter information here)

REQUIREMENT 4:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

III.A.5.h Illicit Discharges and Improper Disposal – Public Reporting, Education, and Outreach

PURPOSE OF SOP:

To educate and encourage the public to reduce their use of pesticides, herbicides, and fertilizer, to provide specific means for the public to identify and report illicit discharges, and to aid the public in managing and properly disposing of household hazardous waste.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Provide annual schedule, or description of the frequency/management method for activities or the distribution of materials.

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track activities to encourage public reporting of suspected illicit discharges and improper disposal of materials, citizens to reduce their use of pesticides, herbicides and fertilizers, and proper use and disposal of oils, toxics, and household hazardous waste:

1. Type and number of activities conducted.
(Please enter information here)
2. Type and number of materials distributed.
(Please enter information here)
3. Number of website visits.
(Please enter information here)

4. Number of HHW events.

(Please enter information here)

5. Amount of waste collected/ recycled/ properly disposed (oils, toxics, and household hazardous waste).

(Please enter information here)

6. If the permittee participates in or supports FYN, report on those activities that occurred within the permittee's jurisdictional area.

(Please enter information here)

REQUIREMENT 1:

Provide description of the goals and objectives of the public reporting, education, and outreach program.

(Please enter information here)

REQUIREMENT 2:

Provide description of the topics to be addressed by the program.

(Please enter information here)

REQUIREMENT 3:

Provide description of the target audience(s) of the program.

(Please enter information here)

REQUIREMENT 4:

Provide description of the criteria for determining activities and materials to be used in the program:

1. Topics.

(Please enter information here)

2. Relevance for target audience(s).

(Please enter information here)

3. Why those activities and materials were chosen.

(Please enter information here)

REQUIREMENT 5:

Describe methods for distribution of materials.

(Please enter information here)

REQUIREMENT 6:

Describe method for documenting the outreach activities.

(Please enter information here)

REQUIREMENT 7:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

III.A.6.a Industrial Facilities, Municipal Facilities, and High-Risk Runoff – Municipal Facilities

PURPOSE OF SOP:

To reduce pollutants in stormwater discharges from facilities that handle municipal waste not covered by an NPDES stormwater permit.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Perform municipal facility inspection at least annually.

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track inspections and maintenance of applicable facilities and whether the facility is covered by a MSGP (operating municipal landfills and waste facilities, municipal waste transfer stations, municipal waste fleet maintenance facilities, facilities used for the temporary storage of waste, other municipal waste treatment, waste storage, and waste disposal facilities, and roadway and MS4 maintenance facilities):

1. Inspection checklist (recommended items to be included in a checklist by the permittees are provided at the end of this SOP).

(Please enter information here)

2. Number of annual inspections conducted for each facility.

(Please enter information here)

3. Control measures and procedures employed at each facility determined through annual site inspections.

(Please enter information here)

4. Maintenance activities.

(Please enter information here)

REQUIREMENT 1:

Describe implementation of a Municipal facility inspection program for implementation of appropriate control measures.

(Please enter information here)

REQUIREMENT 2:

Describe procedures to identify applicable facilities and activities.

(Please enter information here)

REQUIREMENT 3:

Provide list of those facilities previously listed and their activities/potential pollution sources.

(Please enter information here)

REQUIREMENT 4:

Describe control measures (BMPs) for each activity at each site.

(Please enter information here)

REQUIREMENT 5:

Describe procedures to conduct annual inspections of these facilities for proper implementation of BMPs.

(Please enter information here)

REQUIREMENT 6:

Provide inspection checklist for each facility.

(Please enter information here)

REQUIREMENT 7:

Provide site specific monitoring program (may be required as detailed in Part III.A.6.b).

(Please enter information here)

REQUIREMENT 8:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

These items are an example of what is included in the checklist to meet the reporting and documentation requirements:

GENERAL INFORMATION:

- City Name
- NPDES MS4 Stormwater Municipally Owned Facility Inspection
- Facility Name
- Facility Address
- Inspector Name
- Date
- Facility Manager
- Location of Discharge Point from Site
- Name of Receiving waterbody or MS4 from discharge point
- Facility Type
 - Municipal Landfill
 - Waste Transfer Station
 - Solid Waste Fleet
 - Roadway/MS4 Maintenance
 - Equipment Yard
 - Fleet Maintenance
 - Other Facility; Describe in this space:
(Please enter information here)

These should be answered with Yes, No, or Not Applicable (N/A).

- If applicable, was a MSGP Notice of Intent (NOI) (FDEP Form 62-621.300(5)(b)) submitted to FDEP for the facility?
- If covered under the MSGP, is the Stormwater Pollution Prevention Plan (SWPPP) on site and being adhered to per the MSGP?
- If covered under the MSGP, are inspections and maintenance reports completed per the MSGP?

OUTDOOR ACTIVITIES AND/OR STORAGE:

These should be answered with Yes, No, or Not Applicable (N/A).

- Loading, unloading, and transfer areas are neat and free of spills/debris/pollutants.
- Vehicle maintenance areas are properly maintained and drain to a treatment system or sanitary sewer.
- Outdoor maintenance areas are properly maintained and free of spills/debris/pollutants.
- Outdoor stockpile/material handling areas are properly maintained, and the materials are properly contained (that is, no potential to leak or leach pollutants).
- Waste batteries are recycled and protected from stormwater.
- Parking areas are properly maintained and are free of spills/leaks.
- Vehicles or equipment in need of maintenance are not leaking or have drip pans to contain fluid leaks.
- Trash and debris areas are properly protected from stormwater runoff.
- Vehicle wash and rinse areas are draining to a treatment system or sanitary sewer.
- Street sweeper debris is contained (not entering storm inlet).
- Fueling stations are free of petroleum product spills/leaks.
- Fueling stations have cutoff valve and spill kit.
- Soaps or degreasers are prohibited at wash rack.
- Road-construction material stockpiles are contained.
- Dumpsters and other trash receptacles are covered.
- Onsite stormwater control measures (BMPs) are maintained and functioning properly.
- Outfalls, inlets, and outlets of stormwater treatment systems are free of debris/pollutants.

INSIDE SHOP:

These should be answered with Yes, No, or Not Applicable (N/A).

- Spill kit is on site and easily accessible to employees.
- Materials/chemicals are stored, handled, or discarded in a manner to reduce the potential risk of spills entering the MS4.
- Chemical storage tanks (new and used fluids) are clearly marked, properly contained (tightly closed, no potential to leak pollutants), and protected from potential accidental damage.
- Is wash-water from indoor wash rack contained and not discharged to stormwater system?
- Is part-solvent properly contained and recycled?
- Are used oil an/or filters contained and recycled?
- Are paints, thinner, or paint waste properly contained and disposed?
- Is waste antifreeze contained and recycled?
- Are chemical or petroleum dispensing areas indoors contained?
- Are chemical storage drums, etc. contained, labeled, secure, and watertight?
- Do shop floor drains connected to sanitary sewer and not MS4?
- Were there visual observation of potential illicit connection/illicit discharge from site to the MS4.

Comment where observed.

(Please enter information here)

- Physical Observation of Discharge:
 - Odor
 - Color
 - Foam
 - Sheen
 - Surface Scum
 - Solids
 - Turbidity

Comments:

(Please enter information here)

Corrective Actions Needed:

(Please enter information here)

III.A.6.b Industrial Facilities, Municipal Facilities, and High-Risk Runoff – High-Risk Facility Inspections

PURPOSE OF SOP:

To determine compliance with all appropriate aspects of the stormwater program (for example, no illicit discharges / connections / dumping, compliance with local stormwater regulation requirements, and confirm coverage under the Department’s MSGP, if applicable).

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Provide prioritized inspection schedule (that includes inspecting each facility at least once during the permit cycle).

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track:

1. High-risk facilities inventory, including the type and total number of high-risk facilities.

(Please enter information here)

2. Inspection Checklist (recommended items to be included in a checklist by the permittees are provided at the end of this SOP).

(Please enter information here)

3. High-risk facility inspections conducted.

(Please enter information here)

4. The number and type of enforcement actions taken.

(Please enter information here)

5. Any monitoring results.

(Please enter information here)

6. MSGP facility referrals.

(Please enter information here)

REQUIREMENT 1:

Describe procedures to identify additional facilities that may be applicable and maintaining an up-to-date inventory. Applicable facilities include:

1. Operating private landfills.

(Please enter information here)

2. Hazardous waste treatment, storage, disposal, and recovery facilities.

(Please enter information here)

3. Facilities that are subject to EPCRA Title III, Section 313 (Toxics Release Inventory [TRI] maintained by the U.S. EPA).

(Please enter information here)

4. Any other industrial or commercial discharge that the permittee determines may contribute a substantial pollutant loading to the permittee's MS4.

(Please enter information here)

REQUIREMENT 2:

Provide list of those facilities previously listed and their activities/potential pollution sources. The inventory shall identify the facility outfall to the MS4, the MS4 outfall and receiving surface water body.

(Please enter information here)

REQUIREMENT 3:

Describe procedures for conducting site inspections, to include facility outfalls and/or connections.

(Please enter information here)

REQUIREMENT 4:

Describe procedures for addressing illicit discharges to the MS4.

(Please enter information here)

REQUIREMENT 5:

Describe procedures for referrals to the Department's NPDES Stormwater Program for any facilities determined to require, or suspected of requiring, coverage under the MSGP. Contact NPDES Stormwater Program Notice Center: NPDES-stormwater@floridadep.gov

(Please enter information here)

REQUIREMENT 6:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

These items are an example of what is included in the checklist to meet the reporting and documentation requirements:

GENERAL INFORMATION:

- City Name
- NPDES MS4 Stormwater High Risk Facility Inspection Checklist
- Facility Name
- Facility Address
- Inspector Name
- Date
- Facility Manager
- Standard Industrial Code (SIC)
- Location of Discharge Point(s) from Site (such as latitude/longitude of outfalls)
- Name of Receiving Waterbody or MS4 from Discharge Point
- Facility Type:
 - Private Landfill
 - Hazardous Waste
 - Toxic Release (EPCRA Title III, Section 313)
 - Vehicle Maintenance Shop
 - Laundromat
 - Restaurant
 - Other Facility; Describe the Facility Here:
(Please enter information here)

These should be answered with Yes, No, or Not Applicable (N/A).

- Does the facility operate under a Multi-Sector Generic Permit?
 - If yes, what sector?
(Please enter information here)
- Does the facility require a Multi-Sector Generic permit?
 - If yes, enter date referred to FDEP.

(Please enter information here)

OUTDOOR ACTIVITIES AND/OR STORAGE:

These should be answered with Yes, No, or Not Applicable (N/A).

- Loading, unloading, and transfer areas are neat and free of spills/debris/pollutants.
- Vehicle maintenance areas are properly maintained and drain to a treatment system or sanitary sewer.
- Outdoor maintenance areas are properly maintained and free of spills/debris/pollutants.
- Outdoor stockpile/material handling areas are properly maintained, and the materials are properly contained (that is, no potential to leak or leach pollutants).
- Waste batteries are recycled and protected from stormwater.
- Parking areas are properly maintained and are free of spills/leaks.
- Vehicles or equipment in need of maintenance are not leaking or have drip pans to contain fluid leaks.
- Trash and debris areas are properly protected from stormwater runoff.
- Fueling stations are free of petroleum product spills/leaks.
- Fueling stations have cutoff valve and spill kit.
- Vehicle wash and rinse areas are draining to a treatment system or sanitary sewer.
- Street sweeper debris is contained (not entering storm inlet).
- Soaps or degreasers are prohibited at wash rack.
- Road-construction material stockpiles are contained.
- Dumpsters and other trash receptacles are covered.
- Onsite stormwater control measures (BMPs) are maintained and functioning properly.
- Outfalls, inlets, and outlets of stormwater treatment systems are free of debris/pollutants.

INSIDE SHOP:

- Spill kit is on site and easily accessible to employees.
- Materials/chemicals are stored, handled, or discarded in a manner to reduce the potential risk of spills entering the MS4.
- Chemical storage tanks (new and used fluids) are clearly marked, properly contained (tightly closed, no potential to leak pollutants), and protected from potential accidental damage.

- Is wash-water from indoor wash rack contained and not discharged to stormwater system?
- Is part-solvent properly contained and recycled?
- Are used oil and/or filters contained and recycled?
- Are paints, thinner, or paint waste properly contained and disposed?
- Is waste antifreeze contained and recycled?
- Are chemical or petroleum dispensing areas indoors contained?
- Are chemical storage drums, etc. contained, labeled, secure, and watertight?
- Do shop floor drains connected to sanitary sewer and not MS4?
- Was there visual observation of discharge of polluted runoff from facility?. (Comment where observed.)
- Physical Observation of Discharge:
 - Odor
 - Color
 - Foam
 - Sheen
 - Surface Scum
 - Solids
 - Turbidity
- Is a follow up inspection required?

Comments:

(Please enter information here)

III.A.7.b Construction Site Runoff – Site Planning and Best Management Practices

PURPOSE OF SOP:

Implement a pre-construction site plan review program. Implement the local codes or land development regulations that require the use and maintenance of appropriate structural and non-structural erosion, sedimentation, and waste controls during construction to reduce the discharge of pollutants to the MS4.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

REPORTING AND DOCUMENTATION:

For permittee and private, describe procedures to document and track:

1. Pre-construction site plans reviewed and approved for stormwater erosion, sedimentation, and waste control.

(Please enter information here)

2. Number of permit applicants notified of ERP and CGP coverage.

(Please enter information here)

3. Confirmation of ERP and CGP coverage.

(Please enter information here)

4. Reference to local BMP requirements.

(Please enter information here)

REQUIREMENT 1:

Describe site plan review process to ensure the implementation of local codes or land development regulations to require the use and maintenance of appropriate structural and non-structural erosion and sedimentation BMPs and waste controls during construction to reduce off-site impacts.

(Please enter information here)

REQUIREMENT 2:

Describe procedures to notify permit applicants of the need to obtain all required stormwater permits, including but not limited to, the ERP from the applicable WMD or DEP District Office, and the Department's NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP; Subsection 62-621.300(4), F.A.C.), as applicable. Guidance for entities to report Construction Generic Permit (CGP) non-filers is provided at the end of this SOP.

(Please enter information here)

REQUIREMENT 3:

Describe procedures to confirm that ERP and CGP coverage has been obtained, as applicable, prior to commencement of any land grading, excavation, or clearing (local approvals are not contingent upon obtaining these permits).

(Please enter information here)

REQUIREMENT 4:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

These items are an example of what is included in the checklist to meet the reporting and documentation requirements:

Guidance for Entities to Report Construction Generic Permit (CGP) Non-Filers

The intent of this document is to provide guidance to entities on how to report to the Florida Department of Environmental Protection's (FDEP) National Pollution Discharge Elimination System's (NPDES) Stormwater Program's Notices Center that a construction site has **NOT** obtained CGP coverage.

Per Rule 62-621.300(4)(a) all sites that disturb one or more acres of land or disturb less than one acre of land but are part of a common plan of development or sale; and discharge stormwater to surface waters of the state or to surface waters of the State through a municipal separate storm sewer system (MS4) must obtain CGP coverage enforced by FDEP and the District Offices.

Note: The Notices Center will review and process a Notice of Intent if municipalities require construction operators to obtain coverage under the CGP for sites less than an acre and/or sites not part of a larger common plan of development. This will be identified in the acknowledgement letter issued by FDEP.

Please follow these steps:

1. Prior to contacting the Department, please verify the site does not have CGP coverage.
 - To verify you may utilize FDEPs MapDirect at [this link](#) to access the "NPDES Stormwater Facilities and Activities" map layer which is updated every 24 to 48 hours.
 - This layer includes all NPDES facilities and activities including:
 - CGP greater than or equal to 5 acres
 - Construction Generic Dewatering (CGD) greater than or equal to 5 acres
 - CGP between 1 and 5 acres
 - CGD between 1 and 5 acres
 - Multisector Generic Permits (MSP)
 - No Exposure Certifications (NEX)
 - Phase I MS4 (point is approximate center of MS4)
 - Phase II MS4 (point is approximate center of MS4)
 - You may also search for the site utilizing the "Web NPDES Construction Facilities" [Stormwater Facility List](#) which is updated monthly.

2. If you can't find the construction site utilizing the methods previously listed, you may contact the NPDES Stormwater Program Notices Center at NPDES-Stormwater@floridadep.gov and provide the following information:

- Operator (Entity)
- Name of Responsible Authority
 - E-mail and phone number, if available
- Project Name
- Latitude/Longitude or Physical Address
- The county the site is located
- Pictures of site, if available

III.A.7.c Construction Site Runoff – Site Inspection and Enforcement

PURPOSE OF SOP:

Implement a construction site inspection program for stormwater, erosion, and sediment inspections of construction sites discharging stormwater to the MS4.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Provide prioritization and frequency schedule of construction site inspections. This schedule must identify the priorities for selecting sites to be inspected and the site inspection frequencies.

REPORTING AND DOCUMENTATION:

Describe procedures to document and track:

1. Number of active non-permittee-operated and permittee-operated construction sites.
(Please enter information here)
2. Number of inspections of active construction sites (including use of a summary log) to demonstrate the history of the activities at each site for each reporting year, and to verify that the sites are inspected at no less than the minimum frequency as previously described.
(Please enter information here)
3. Number and type of enforcements taken or referrals made.
(Please enter information here)

REQUIREMENT 1:

Provide citations and relevant language from the applicable ordinance, code, or other regulatory mechanism.

(Please enter information here)

REQUIREMENT 2:

Provide minimum site inspection frequency for construction sites.

(Please enter information here)

REQUIREMENT 3:

Describe procedures for conducting site inspections. Recommended items to be included in a checklist by the permittees are provided at the end of this SOP.

(Please enter information here)

REQUIREMENT 4:

Describe procedures for enforcement (for example, Stop Work Orders, Notices of Violation, citations, fines) used to ensure compliance with the permittee's regulatory requirements.

(Please enter information here)

REQUIREMENT 5:

Describe procedures to assure that corrective actions are taken where approved erosion and sedimentation control BMPs and permit conditions are not being met.

(Please enter information here)

REQUIREMENT 6:

Describe procedures for referrals to the appropriate jurisdictional authorities where site responsibility is outside the permittee's jurisdiction (for example, applicable MS4 operator, DEP, or applicable WMD).

(Please enter information here)

REQUIREMENT 7:

Describe procedures for tracking inspections (including use of a summary log).

(Please enter information here)

REQUIREMENT 8:

Describe procedures to confirm that ERP and CGP coverage has been obtained as applicable, prior to commencement of any land grading, excavation, or clearing.

(Please enter information here)

REQUIREMENT 9:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)

These items are an example of what is included in the checklist to meet the reporting and documentation requirements:

GENERAL INFORMATION:

- Project Name
- Property Owner
- Location
- Contractor
- Site Representative
- Phone Number
- ERP Permit Number
- CGP Permit Number
- Receiving waterbodies
- Project Start Date

These should be answered with Yes, No, or Not Applicable (N/A).

- Site subject to NPDES Construction Generic Permit (CGP) with ≥ 1 acre disturbed?
- Notice of Intent (NOI)/Acknowledgement letter for coverage under the CGP on site?
- Copy of Environmental Resource Permit on site?
- Stormwater Pollution Prevention Plan (SWPPP) on site, as per the CGP?
- Erosion and Sediment Control Plan on site? (if not subject to the CGP)
- All necessary erosion and sediment control measures are shown on the plan?
- All necessary erosion and sediment control measures properly installed and maintained?
- Silt fences are properly installed (staked in, trenched in, and wrapped at point where to fences meet) and in good condition?
- All disturbed areas properly stabilized within 7 days after construction activities have temporarily or permanently ceased for any portion of the site?
- Offsite areas adjacent to disturbed areas protected?
- Receiving waters protected with turbidity barrier and other means, as needed?
- Construction entrance sedimentation controls in place to prevent offsite soil tracking?

- Roadway adjacent to site clean?
- Stormwater inlets adequately protected from sediment?
- Soil stockpiles adequately contained / stabilized?
- Stormwater ponds and conveyances are stabilized and free of sediments?
 - Stormwater pond stabilized and free of sediment? (Final Inspection)
 - Retention pond functioning properly?
- Preserved wetland and conservation areas are clearly marked and adequately protected from silt, erosion, and turbidity?
- Sediment traps are installed, as needed, and are in good working order?
- All non-sediment pollutants (for example, discarded building material, concrete truck washout, chemicals, litter, sanitary waste, and other waste materials) contained and protected from stormwater?
- Pollutant spills/spill residuals properly cleaned-up?
- Violation found? If yes, check the enforcement action taken:
 - Verbal warning to contractor
 - Notice of Violation (NOV)
 - Stop Work Order
- Inspector
- Date
- Time
- Comments:

(Please enter information here)

III.A.7.d Construction Site Runoff – Site Operator Training

PURPOSE OF SOP:

Implement a training program for stormwater training/outreach for permittee personnel (and contractors employed by or under contract with the permittee) involved in the site plan review, site operation, or inspection of construction site stormwater management, erosion, and sedimentation controls.

AUTHOR / CREATION DATE:

(Please enter information here)

REVISED DATE:

(Please enter information here)

REVIEWER / ANNUAL REVIEW DATE:

(Please enter information here)

RESPONSIBLE PROGRAM / DIVISION / SECTION:

(Please enter information here)

SCHEDULE AND FREQUENCY:

Perform training annually.

(Please enter information here)

REPORTING AND DOCUMENTATION:

Describe procedures to document and track:

1. Number of inspectors that are Florida Stormwater, Erosion and Sedimentation Control Inspector qualified

(Please enter information here)

2. Number of inspectors, site plan reviewers and permittee, or contracted, site operators that received annual refresher training cycle.

(Please enter information here)

REQUIREMENT 1:

Describe methods for documenting training activities completed by permittee personnel (in-house and outside) during each permit cycle.

(Please enter information here)

REQUIREMENT 2:

Provide description of the topics and type/method of training.

(Please enter information here)

REQUIREMENT 3:

Provide description of the personnel and contractors targeted.

(Please enter information here)

REQUIREMENT 4:

Describe methods to schedule required annual training for the permittee's construction site inspectors, site plan reviewers and construction site operator personnel.

(Please enter information here)

REQUIREMENT 5:

Attach agreement if activity is contracted or through an ILA, if applicable.

(Please enter information here)

OPTIONAL ITEM 1: Describe other program elements not addressed previously.

(Please enter information here)

REFERENCE LINKS (for permittee use):

(Please enter information here)